

**Milford Water/Wastewater Commissioners’  
Meeting Minutes  
September 29, 2015**

Present: Michael Putnam, Chairman  
Dale A. White, Vice-Chairman  
Robert E. Courage, Member  
David Boucher, Director  
Evelyn Gendron

**Call to Order**

Chairman Putnam called the meeting to order at 6:08 p.m.

**Decisions/Approvals**

Notice of Award: Park Construction Corporation re: Border Street Water Line Replacement Project – Chairman Putnam signed the project documents as presented by Director Boucher.

Approval of Meeting Minutes – Chairman Putnam asked for a motion regarding the minutes of the previous commissioners’ meeting. Commissioner Courage made the motion to approve the September 15, 2015 meeting minutes as amended. Chairman Putnam seconded the motion. All voted in favor.

**Discussion/Information Items**

West Elm Street Water Main Extension Project – Final Update – Director Boucher said a manhole near Absolute Storage requires handwork paving. Following a cursory review of West Elm Street roadwork amended, draft plans forwarded by the NH DOT, Mr. Boucher and Mr. Young, Water Department Foreman, noticed that the state wants to place a swale above approximately 200 to 250 feet of water main, reduce the grade to 3 – 4 feet of cover, and insulate the water pipes. Following discussion, Commissioner Courage made the motion to authorize Director Boucher to respond that the Milford Board of Water and Wastewater Commissioners requests the Elm Street water main be lowered to ensure a minimum of 5’ of cover above the pipes. Vice-Chairman White seconded the motion. All voted in favor. Mr. Boucher will send an email to the NH DOT.

Prospect Hill Water Storage Tank Removal Project – Final Update – Hay bales and silt fence need to be removed. The third pay requisition has been sent to Stantec Consulting for review and a Stantec inspector will inspect the site.

Border Street Water Main Replacement Project – Director Boucher reminded the commissioners of the 10:00 am Tuesday preconstruction meeting being held at the Water Utilities Department with Mr. Jeff Kevan, T.F. Moran, Mr. Bruce Berry, Amherst DPW Director, and members of Park Construction. Mr. White reported that very little road disturbance occurred, minimizing paving requirements for Amherst’s Border Street drainage project. He said road side drainage clean-up is yet to be completed. Mr. Boucher said detailed project notices with contact information will be distributed to Border Street and Merrimack Road residents this week. Ownership of the property where the excavator is currently

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parked will be verified by Park Construction. Proper, temporary placement of project spoils will be verified by Mr. Boucher. Chairman Putnam inquired of project materials availability. Additional aspects of this water main replacement project will be ascertained during tomorrow's preconstruction meeting.

Activities Report – The commissioners reviewed the supervisory activities report.

Miscellaneous Water Utilities Department project updates – Mr. Boucher advised the commissioners that septage hauler permit language is being updated to include septage receiving facility details along with the request for payment of the 2015 – 2017 septage dumping permit fees. Wellhead Protection Program inspections and surveys should be completed mid-October. He plans to invite Underwood Engineers to a future commissioners' meeting to discuss plans for the Phase I, Ultra-Violet and HVAC Design and Engineering Project capital improvement plan/warrant article. The updated Water Utilities stormwater permit is being finalized. He said the Collection System Foreman has almost completed the secondary scum pit project. A tall tree between the railroad tracks and the Water Utilities' grounds had fallen earlier today, landed on the power line, interrupted electrical power to approximately 14,000 Eversource customers, and caused the power to transfer to the stand-by generator. Mr. Boucher said a Southworth-Milton Cat representative was local at the time and had promptly checked the stability of the wide belt connected to the generator motor and decided to replace it with the older belt temporarily until a permanent replacement belt is obtained.

Financial Information – The commissioners reviewed the most recent account balance information made available by the Finance Department.

Non--Public Session – Item not on the agenda

Commissioner Courage made the motion to enter into non-public session at 6:30 p.m. for the purpose of discussing personnel, per RSA 91-A:3,II(a). Vice-Chairman White seconded the motion. All voted in favor. At 7:02 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Chairman Putnam seconded the motion. All voted in favor. Chairman Putnam announced that no votes were taken during the non-public session.

**Future Appointments/Meetings:**

The next Commissioners' meeting will be held on Wednesday, October 14, 2015 at 12:00 pm at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

At 7:03 p.m. Vice-Chairman White made the motion to adjourn the meeting. Chairman Putnam seconded the motion. All voted in favor.

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Michael E. Putnam, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date

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Robert E. Courage, Commissioner

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Date